COLÁISTE CHEATHARLACH NAOMH PÁDRAIG
CARLOW COLLEGE ST. PATRICK'S

TITLE: ***BENEFITS POLICY***

Version	2.1	**Date Approved**	6 November 2024
	Minor changes related to contact roles.	**Review Date**	1 June 2027 *or as required*
Approved By	Management Board		
Owner	Human Resources		

Version Control		
Version No.	**Date Approved**	**Documented Changes**
2	1 June 2022	The policy was re-approved with no amendments of substance.
1	27 February 2019	Initial Issue

1. Purpose of Policy

The *Benefits Policy* has been developed to provide staff with details relating to the benefits offered to employees by Carlow College, St. Patrick's (hereinafter, Carlow College). The College provides a comprehensive benefits programme in addition to wages and salaries that provides a number of services to meet the needs of its employees throughout their employment lifecycle with the College. This Policy outlines the criteria under which employees are eligible for benefit coverage. To get detailed information about benefits offered, please refer to the following Offices:

- for payroll / pension / finance benefit related queries, please contact the Finance Office;
- for Academic related queries, please contact the Head of Academic Delivery and Programmes;
- for IT benefits related queries, please contact the IT Department; and

- for all other benefits related queries, please contact the HR Department.

2. Scope of Policy

Benefits offered by the College covers all employees who have completed their Probationary Period. This does not apply to the Employee Assistance Programme.

3. Policy Statement

Carlow College believes that a comprehensive benefits package is a key component of the College's compensation strategy that can support employees and their family's health and wellbeing. The College is further committed to offering a balanced benefit programme to help support employees and their families during times of unexpected illness or accident and to support them throughout their employment with the College.

The employee *Benefits Policy* has been devised to provide employees with a written outline of all benefits which forms part of an employees' total compensation package. The Policy provides a framework of both legislative benefits whereby the College offers additional financial compensation in addition to offering other benefits that support employees during their employment. The College is committed to providing quality benefit initiatives to employees' which aims to attract, retain, motivate and reward employees by maintaining and establishing a competitive salary and benefit programme. The College reserves the right to amend and / or alter these benefits due to legislative and / or fiscal requirements. All employees who wish to avail of benefits offered by the College are required to adhere to the practices, procedures, guidelines and forms as outlined within this Policy. The *Benefits Policy* supports the Colleges' principles of equity and complies with all relevant legal requirements.

4. Roles and Responsibilities

The Human Resources Office holds responsibility for this Policy and any subsequent practices and procedures thereafter. The majority of benefits provided by the College is processed by HR and retained within the HR Office on staff personnel files. However, please note all payroll / pension / finance related benefits are retained within the Finance Office. Please refer the Academic Benefits section for further details.

5. Associated Documentation

- Appendix 1: Employee Benefits Handbook

6. Referenced Policies[1]

Staff may wish to view additional related policies such as:

- *Annual Leave Policy*
- *Bereavement and Compassionate Leave Policy*
- *Data Protection Policy*
- *Flexi-Time Policy*
- *Force Majeure Policy*
- *Hybrid Working Policy*
- *Maternity / Adoptive Leave Policy*
- *Parental Leave and Parent's Leave Policy*
- *Paternity Leave Policy*
- *Performance Management and Development Policy*
- *Sickness Absence Leave Policy*
- *TOIL Policy*

A number of other policies are currently in development which will be released through the Quality Assurance process to support, and in conjunction with, this Policy. All employees should ensure to keep abreast of policy developments within the College and speak with their Line Managers, Quality Assurance, or Human Resources should they have any questions. The College reserves the right to amend these policies subject to organisational changes.

7. Monitoring and Review

The Policy will be formally reviewed on an annual basis by the HR Office to reflect any internal or legislative changes. Staff will be informed through regular email communication and through the Staff Gateway regarding any updates to same. The Policy will be formally monitored on an annual basis and reviewed every three years by the HR Office.

Any queries or requests in relation to this Policy should be directed to your Line Manager in the first instance. For further information or queries in relation to the above, you can contact the Human Resources Office at:

[1] Another important document to read in conjunction with this policy is the Wellbeing Handbook.

- hr@carlowcollege.ie
- T: 059 91 53 293 / 059 91 53 288